



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **SENIOR INFORMATION SYSTEMS ANALYST (SUPERVISOR)**

**\$5,850 - \$7,689**

**INFORMATION TECHNOLOGY DIVISION**

**PROJECT COORDINATION & ADMINISTRATION SUPPORT BUREAU**

**SACRAMENTO OR LOS ANGELES**

### **RESPONSIBILITIES:**

Under the general direction of the Project Coordination & Administrative Support Bureau Chief, a Data Processing Manager III, the incumbent supports the Information Technology Division (ITD) by leading the most complex information technology (IT) business analysis efforts relating to all major IT projects in support of the Department. The Manager- Business Processes and Analysis must apply a high level of experience gained from participation in major IT projects, skills developed through relevant experience and formal training in formulating strategies and policies pertaining to Information Technology (IT) business analysis, business process automation, administrative practices, Control Agency compliance and IT system development. The incumbent must provide management and leadership in the development of functional business systems that adhere to Control Agency requirements pertaining to all departmental processes.

The incumbent working with other project stakeholders manages the documentation of as-is business processes and transformation to an automated future state, policy development or other assignments, performing a variety of analytical functions which involve in depth knowledge of policies, procedures, technology and technical processes. The incumbent manages the most complex IT system projects; develops workflows; assists in the acquisition of necessary resources; and facilitates meetings with subject matter experts. The incumbent plans, directs, and organizes all resources necessary for a successful deployment of the IT system project and prepares procurement and justification documents, which could include budget change proposals and feasibility study reports.

The incumbent must exercise a high degree of initiative, independence, and demonstrate tact and good judgment. The incumbent must be able to communicate effectively in order to develop and maintain effective and cooperative working relationships. The incumbent must have strong written and verbal skills to communicate issues and concerns. The incumbent must be able to adapt easily to changing priorities and maintain consistent attendance in the performance of these specific functions.

### **DESIRABLE QUALIFICATIONS:**

- Background in one or more major application development platforms such as C# or JAVA;
- A demonstrated interest in assuming increasing responsibility;
- Utilize sound judgment, loyalty, and discretion;
- Efficiency and accuracy to complete data entry work;
- Demonstrated ability to organize and prioritize work.

04/09/14 NT

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**DO NOT SUBMIT APPLICATIONS TO CalHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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### WHO MAY APPLY:

Applications will be accepted from current State employees at the Sr. Information Systems Analyst (Supervisor) level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

**APPLICATION PROCEDURE:** Please mail a completed standard [State Application STD 678](#) to Nicole Terrell, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Sr. Information Systems Analyst (Supervisor), PSN # 413-106-1340-xxx" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3316 or email [Nicole.terrell@insurance.ca.gov](mailto:Nicole.terrell@insurance.ca.gov).

**FINAL FILING DATE:** Tuesday, April 22, 2014 – Close of Business

**NOTE:** Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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